

ROBERT SMITH

Senior Accounting Specialist/Analyst

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Obtain an Accountant role position allowing me to utilize experience and specialized skills, Forecasting/budgeting sales revenue, transport revenue and cost of goods sold for intrastate pipeline. Analyze contract information to assist in updating forecasting modules. Handled a large volume of basic transactions. Processed more complex transactions, such as expenses, banking and other activities.

CORE COMPETENCIES

Financial Analysis, Cost Reduction, Cost Reduction, Cost Accounting, Business Analysis, Acquisitions.

PROFESSIONAL EXPERIENCE

Senior Accounting Specialist/Analyst ABC Corporation - April 2006 – July 2007

Key Deliverables:

- Spearheaded implementation of SAP (product costing) for manufacturing facilities in Europe - three manufacturing plants in Spain.
- Developed a maintenance spending tool that was standardized across all Family Care plants in Europe.
- Supported Kimberly-Clarks business plan of outsourcing supply chain accounting to a third party in India; provided training to partners.
- Orchestrated centralized supply chain accounting responsibilities from Europe to the US.
- Coordinated customers (financial personnel at plants in Spain and technical support team in London) to understand needs and develop plans.
- Created a tool to illustrate maintenance spending by plant and verified downtime.
- Served as liaison between Keycenters and Cash Vaults departments, resolving issues that arose between the two departments.

Senior Accounting Specialist Delta Corporation - 2004 – 2006

Key Deliverables:

- Full cycle accounts payable in a high volume environment AR processing I/C billing.
- Month end AP accruals Cash posting.
- Analyzed and resolved exception issues for internal and external clients, ensuring accurate and timely resolution of issues.
- Created justifications for fund disbursement to corporate accounts. Structured and administered processes for written and oral contact with servicers and traders.

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- Prepare accounts receivable write off report from credit managers for corporate controller Prepare quarterly bad debt write off for specific reserve.Partnered with IT to streamline accounting processes.
- Employee expense report reimbursement thru A/P -Back-up for A/P and Payroll -Invoicing of sales orders -Review and release of all sales orders prior.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor in Business Administration - (UNIVERSITY OF TEXAS AT AUSTIN - Austin, TX)

